



U.S. Peace Corps / Burkina Faso

01 BP 6031, Ouagadougou 01, Burkina Faso

<https://www.peacecorps.gov/burkina-faso/>

e-mail: BF01-Recruit@peacecorps.gov

JOB ANNOUNCEMENT

The United States Peace Corps Burkina Faso is recruiting a **Program Manager for Health** for a full time contract position based in Ouagadougou, Burkina Faso. Fluent French and a high level of spoken and written English are required. Final salary will be determined based on the candidate's qualifications and salary history in similar positions.

The position is at senior staff level and has senior staff responsibilities as they pertain to PCV and other emergencies, financial management, PCBF special needs, and other possible occurrences.

This person is involved in budgeting, PCBF direction, policy and procedure formulation and implementation, and staff direction.

MAIN RESPONSIBILITIES OF POSITION

Responsibilities of the position include: supervising, planning, developing, implementing, and evaluating all aspects of the Health Program as well as providing technical, moral and other support to over 100 Peace Corps Volunteers (PCVs) who are working in a variety of locations throughout Burkina Faso. The Program Manager is responsible for establishing and maintaining contacts with senior level government officials to plan develop and manage projects in accordance with goals and priorities of both Peace Corps and the Government of Burkina Faso. In addition, the Program Manager will identify and coordinate with other national and international development organizations and Non-Governmental Organizations (NGOs) that can be (or already are) involved in Health activities. Individuals applying to this position must meet the selection criteria as well as be able to function with minimal technical supervision. The Program Manager for Health will report to the Director of Programming and Training and is responsible for the direct supervision of one or more Programming and Training Assistants. This position requires extensive travel throughout Burkina Faso.

Major areas of responsibility of this position include: 1) Volunteer Support; 2) Leadership; 3) Project Management; 4) Project Programming; 5) Training; and 6) Safety and Security.

Experience with computer use and common office applications (Word, Excel, Email etc) and a high level of written and spoken English is required. Both will be tested as a part of the interview process.

Candidates should send a CV (in English) with the name and telephone number and/or email address of three references, copies of diplomas, and letter of motivation (in English) addressing all of the minimum qualifications to:

Director of Management and Operation (DMO)

Corps de la Paix

01 B.P. 6031 Ouagadougou 01

Complete Scope of Work can be consulted at the Peace Corps Office.

TO APPLY

Please do not apply to this position without first having read the complete Statement of Work for the position, which details the required qualifications and is available from our office or email at BF01-Recruit@peacecorps.gov to request the full scope of work if interested.

Email is the preferred form of application. Please create an application packet which should include your C.V., accompanied by a thoughtful cover letter (both in English), outlining how your skills and experience demonstrate the required qualifications.

Please use the following conventions:

- Subject line of email: Position Title (fill in the title of the position you are applying for)
- File name of your Cover Letter: yourfirstname_yourlastname_Cover_Letter.doc
- File name of your CV: yourfirstname_yourlastname_CV.doc

In your cover letter, please detail the earliest date you would be available if accepted for the position, and your current/most recent salary. Application packets for this position should be sent by email to BF01-Recruit@peacecorps.gov or may be delivered by hand to the Peace Corps office located in sector 13 behind the Red Cross. Incomplete applications will not be reviewed. NO TELEPHONE CALLS PLEASE. Only qualified candidates accepted for an interview will be contacted.

All Applications must be received no later than **12h00 on November 18, 2016.**